

Job Skills



UTAH DEPARTMENT OF WORKFORCE SERVICES

Show vs. Tell

You may remember your English teacher saying that there is a difference between showing and telling. You can prove you have skills by giving examples. Let's take a look at how this translates to your skills:

EXAMPLE 1: YOUR RÉSUMÉ

Tell—Possess skills in teamwork.

Show—Provided training to new staff by involving them in important company projects, creating a better sense of teamwork.

EXAMPLE 2: YOUR INTERVIEW

Tell—I am very good with computers.

Show—In my last position, I created a database for management to track inventory costs. The system was easy and efficient and cut administrative costs by 65 percent.

Refocusing Your Employment Skills

Which skills do you possess? There are thousands of skills that are useful in the world of work. Any one of us has more than 500 of those skills by age eighteen through our life experiences: employment, school, hobbies, education, volunteerism, etc. Unfortunately, we probably don't use more than 300 of those skills at any time in our lives, and very few know how to share the most important skills with an employer.

The best way to discover the skills you have used in the past is to inventory them. Analyze accomplishments in your personal, social, volunteer or community life to look for examples of other skills you have, even if you have not used them in paid employment. Once you know your skills, ask employers which skills they feel are most valuable to their company. You are bound to have some matches. There are many online tools that can help you to identify your skills. One such tool is www.utahfutures.org.

FIND OUT WHICH SKILLS MATTER TO YOUR TARGETED EMPLOYER—

Part of being able to market your skills is knowing what the employer is looking for in its employees. To find out what an employer wants, particularly the job specific skills, you must do some investigating. Consider:

1. Reading the job description carefully. Highlight the skills the employer is requesting and identify which ones match your skills.
2. Talking to people who currently hold the position about what skills they feel are most valued.

Asking about the company culture—is it more formal or more relaxed? For example, Southwest Airlines has a more relaxed atmosphere and puts emphasis on its employees having a sense of humor.



Set Goals:

Writing down your large goals will help you break them down into smaller, attainable goals.

Choosing an Occupation That is a Good Fit For You

Many people find themselves, at some point in their careers, looking at what else they can do. It can happen because of the loss of a job, the elimination of your position, or because you are ready for something new. Now that you have defined your skills, you need to decide what is most important to you in choosing your next occupation. Some factors to take into consideration include:

1. The skills you want to use.
2. The type of special knowledge you have.
3. The types of people you prefer to work for.
4. The type of work environment you prefer.
5. Where you want your next job to be located.
6. The benefits or income you hope to have in your next job.
7. The amount and types of responsibility you are willing to accept.
8. The values that are important and have meaning to you.

REALITY CHECK: ADDRESSING DEFICITS

One way of addressing whether your goal is realistic is to set SMART goals. Break your larger goal into smaller SMART goals. SMART stands for:

Specific
Measurable
Attainable
Realistic
Trackable

Writing out your goals can help you determine if they are realistic.

WHAT SKILLS ARE IN DEMAND AND FINDING TRAINING WHEN YOU NEED IT

You may discover that education is part of your skills gap between where you are now and what employers are asking for. DWS may be able to assist you in paying for training and supportive funds to help you fill these gaps.

Ask an information specialist or employment counselor at your local employment center for details.

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Equal Opportunity Employer/Program

Auxiliary aids and services are available upon request to individuals with disabilities by calling (801) 526-9240. Individuals with speech and/or hearing impairments may call the Relay Utah by dialing 711. Spanish Relay Utah: 1-888-346-3162.